



ORGANIZATIONAL DEVELOPMENT ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional work in the coordination, implementation, and presentation of training programs for City employees; to participate in various organizational development; and plan, organize and direct the staff and activities of the Tempe Learning Center.

Supervision Received and Exercised:

Receives direction from the Assistant City Manager.

Exercises direct supervision over Tempe Learning Center staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Develop and market quality education, organizational development, and training programs that reflect the City of Tempe's mission and values; plan, organize and direct the staff and activities of the Tempe Learning Center.
- Prepare and present training programs to employees; evaluate program acceptance and effectiveness and prepare comprehensive reports of results.
- Prepare TLC annual budget, monitor expenditures for operational efficiency, and present justification for budget requests.
- Meet with senior management, the Tempe Learning Center Board, and other advisory groups and individuals to gain input into employee developmental needs; facilitate the Tempe Learning Center Board meetings; participate and lead various interdepartmental project groups, special projects and task forces.
- Manage and monitor activities of educational partnership institutions.
- Perform contract administration duties, including proposal evaluations and bids, negotiation and recommendation of contract terms, evaluation of performance and compliance to contract agreements.

CITY OF TEMPE
Organizational Development Manager (continued)

- Maintain records of Tempe Learning Center supplies and equipment; ensure audio-visual and other equipment remains in working order; communicate facility maintenance needs to appropriate City staff; order supplies, equipment, and maintenance as needed.
- Manage and oversee training need assessments, analyze results, define learning objectives, and identify delivery methods (both technical and non-technical).
- Attend professional development activities to stay current with trends in the employee and organizational development fields.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of increasingly responsible professional experience in the administration, analysis and design of training and organizational development programs preferable in a public sector environment, including some supervisory responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in adult education, organizational development, training, or a related field.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 442

Status: Exempt / Classified

*Effective December 2001
Revised July 2002 (Title changed)
Revised Dec 2010 (Title change)*